



## Vocational Training Instructor

### Characteristics of Work

This is instructional and/or supervisory work involved in teaching vocational training skills in specific trades at a state school or hospital. This includes teaching such skills as carpentry, horticulture and other allied arts and industrial, basic domestic, social and leisure skills; preparing outlines of training curriculum; developing instructional material; assigning work stations and work projects; giving individual and group shop and classroom instructions in the principles and practices common to the trade; demonstrating proper techniques in the use of materials, tools and equipment of the trade, including safety practices and devices; and instructing trainees and staff in the management of a business as applied to the particular trade. Incumbents generally work under the supervision of a vocational program director or an administrative superior.

### Examples of Work

**Examples of work performed in this classification include, but are not limited to, the following:**

Prepares instructional materials and schedules and develops instructional material and aids for use in training students or patients.

Requisitions supplies, tools, and equipment as needed to avoid interruption in the instructional program.

Assigns work stations and work projects, and maintains order in classroom and shop.

Gives individual and group classroom instructions in the principles and practices common to the trade.

Gives individual and group classroom instructions in the proper techniques and use of the materials, tools, and equipment of the trade, including safety practices, devices, applicable underwriter codes and government regulations.

Instructs trainees in the maintenance and repair of tools and equipment of the trade.

Instructs trainees and staff in the management of a business as applied to the particular trade.

Evaluates the program of the trainees and gives special help and instructions to individuals needing such help.

Evaluates performance of lower-level staff.

Prepares and maintains records and reports indicating the attendance and progress status of each individual trainee.

Performs related or similar duties as required or assigned.

### Essential Functions

**These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.**

1. Instructs clients in developmental activities.
2. Assesses and documents clients performance/progress.
3. Attends various faculty meetings, team meetings, and inservice training.
4. Supervises lower-level staff.

### **Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Moderate Work:** May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to stand; walk; sit; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening skills.

### **Experience/Educational Requirements:**

**Education:**

Graduation from a standard four-year high school or equivalent (GED).

**AND**

**Experience:**

Two (2) years of experience related to the above described duties.

**Substitution Statement:**

Related education and related experience may be substituted on an equal basis.

### **Interview Requirements**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.